

NC WEEK 1A (Asheville Week) – Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Polk, Swain, Transylvania, & Yancey – September 10 – 15, 2018

### **Code of Ethics & Exhibitor Guidelines for Ed-Op Programs:**

- Arrive early to the fair and staff your booth during fair hours
- Dress to best represent your school
- Check in with the coordinator of the college fair in order to locate the table, space, or booth you have been assigned.
- Stay for the entire program. CACRAO and/or the college fair host may follow up with the leadership of your institution should you be absent without notification. Representatives should notify the host contact or Scheduling Committee member who organized the week should you be unable to attend.
- One official representative is considered adequate. If more than one representative is needed, those present must confine all activities to the assigned space.
- Recruitment is restricted to the parameters of the booth. Standing in front of your table is not permitted; representatives are to remain behind their assigned table during fair hours.
- Allow students to approach your table of their own accord. Calling to or directing students to your table is not permitted.
- Displays cannot exceed or obstruct the view of adjacent booths and prevent the representative from standing behind their table. Floor displays are not permitted. Objects such as balloons are also not permitted.
- Laptops and iPads are permitted for visual use only, audio is not permitted. Technology such as this should not interfere with other exhibitors.
- Promotional giveaways (including raffles and drawings) are strictly prohibited. Distributed educational information must be limited to printed materials which are accurate, tasteful and pertain to the college or university. Handouts such as key chains, pens, pennants, balloons, balls, plastic bags, food and candy are not permitted.
- Applications for admission may be distributed, but not completed or returned at Ed-Op Programs. Offering on-site admission is also not permitted.
- Be courteous to other exhibitors and fair attendees. CACRAO members should display the highest levels of decorum and avoid any unprofessional behavior that would disgrace the CACRAO organization or that would infringe upon the rights of their fellow members. A professional demeanor should always be maintained with both students and colleagues.
- Cell phones, Bluetooth devices, and iPhones should be turned off and stored for the duration of the Ed-Op Program.
- Assist college fair coordinators by completing all evaluations and return them to the designated official at the conclusion of the fair.
- CACRAO member institutions may host Ed-Op Programs only with prior approval from either the NC or SC Scheduling Committees. In the event that the Scheduling Committee feels it is necessary to hold a program at a member institution, the following policies apply:
  - The host institution will participate on an equal standing with all other institutions and no special incentives will be offered for students.
  - Refreshments (if provided) should be for college representatives only.
  - Hosting institutions are not obligated to accommodate representatives who did not receive a specific invitation, did not respond to an invitation, or did not submit a required participation fee.

**Failure to adhere to these guidelines will result in your institution being asked to vacate your assigned space and the Educational Opportunity Fair. Colleges and Universities exhibiting in CACRAO' Fairs are expected to adhere to CACRAO's Principles of Good Practice.**

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**Week Coordinator**

**Molly Tippett** – Western Carolina University  
[mftippett@wcu.edu](mailto:mftippett@wcu.edu)  
(828) 227 – 7317

**Suggested Hotel(s)**

**Days:** Sunday, September 9<sup>th</sup> – Tuesday, September 11<sup>th</sup>

**Location:** Best Western Plus River Escape Inn and Suites

**Address:** 248 WBI Drive, Dillsboro, NC 28725

**Contact:** (828) 586 – 6060

**CACRAO Rate:** Ten percent discount off the current rate if you use the: (Family and friends of WCU rate must say this) This is subject to availability so please book early to ensure a rate. State Employee (ID required) \$ 71.20 only non-riverfront rooms 101.20 Riverfront Rooms

**Days:** Tuesday, September 11<sup>th</sup> – Friday, September 14<sup>th</sup> – Book early as this is the week the equestrian show is in Tryon so hotels are booking up fast. This is why we could not get a group rate.

**Location:** Fairfield Inn and Suites Tunnel Road

**Address:** 184 Tunnel Rd., Asheville, NC 28805

**Contact:** (828) 274 – 2001

**CACRAO Rate:** N/A

**Location:** Hampton Inn Tunnel Road

**Address:** 204 Tunnel Rd., Asheville, NC 28805

**Contact:** (828) 255 – 9220

**CACRAO Rate:** N/A

**Location:** Springhill Suites Asheville

**Address:** Two Buckstone Place., Asheville, NC 28805

**Contact:** (828) 253 – 4666

**CACRAO Rate:** N/A

**Location:** Courtyard Asheville

**Address:** One Buckstone Place., Asheville, NC 28805

**Contact:** (828) 281 – 0041

**CACRAO Rate:** N/A

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**Monday, September 10<sup>th</sup>**

**Fair Time: 10:00 a.m. – 11:30 a.m.**

**Fair Name: JACKSON, MACON, & SWAIN COUNTY SCHOOLS**

**Location:** Southwestern Community College – Burrell Building Conference Center

**Address:** 447 College Dr. Sylva NC 28779

**Contact:** Mark Ellison, (828) 339 – 4217; [m\\_ellison@southwesterncc.edu](mailto:m_ellison@southwesterncc.edu)

**Travel Time:** 10 minutes from Best Western

**Note(s):** High schools attending: Blue Ridge, Franklin, Jackson Early College, Macon Early College, Smoky Mountain, and Swain high schools.

**Fair Time: 6:00 p.m. – 7:30 p.m.**

**Fair Name: HAYWOOD COUNTY FAIR**

**Location:** Haywood Community College – Student Center Auditorium, Beall Auditorium

**Address:** 185 Freedlander Dr. Clyde NC 28721

**Contact:** N/A

**Travel Time:** 30 minutes from Best Western

**Note(s):** High schools attending: Pisgah and Tuscola high schools.

**Tuesday, September 11<sup>th</sup>**

**Fair Time: 10:00 a.m. – 11:30 a.m.**

**Fair Name: CHEROKEE, CLAY, & GRAHAM COUNTY SCHOOLS**

**Location:** Tri-County Community College – Building D (Enloe)

**Address:** 21 Campus Circle, Murphy, NC 28906

**Contact:** Lee Beal, (828) 835 – 4233, [lbeal@tricitycc.edu](mailto:lbeal@tricitycc.edu)

**Travel Time:** 1 hour and 15 minutes from Best Western

**Note(s):** High Schools attending: Andrews, Hayesville, Hiwassee Dam, Murphy, Nantahala, and Robbinsville high schools.

**Fair Time: 5:30 p.m. – 7:30 p.m.**

**Fair Name: HENDERSON & POLK COUNTY SCHOOLS**

**Location:** Blue Ridge Community College – Technical Educational Development Center Conference Hall

**Address:** 180 W Campus Dr., Flat Rock, NC 28731

**Contact:** Pride Carson, (828) 694 – 1801, [pridec@blueridge.edu](mailto:pridec@blueridge.edu)

**Travel Time:** 2 hours and 30 minutes from Tri-County CC

**Note(s):** High schools attending: East Henderson, Hendersonville, North Henderson, Polk Central, West Henderson, and local area private schools.

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**Wednesday, September 12<sup>th</sup>**

**Fair Time: 9:30 a.m. – 11:00 a.m.**

**Fair Name: MITCHELL & YANCEY COUNTY SCHOOLS**

**Location:** Mayland Community College – Auditorium

**Address:** 200 Mayland Ln., Spruce Pine, NC 28777

**Contact:** Doug Dewar, (828) 765 – 7351, [ddewar@mayland.edu](mailto:ddewar@mayland.edu)

**Travel Time:** 1 hour and 15 minutes from suggested hotels (be prepared for road construction along route)

**Note(s):** High schools attending: Mitchell and Mountain Heritage high schools.

**Fair Time: 1:30 p.m. – 2:30 p.m.**

**Fair Name & Location: MADISON HIGH SCHOOL**

**Address:** 5740 US-25, Marshall, NC 28753

**Contact:** Suzanne O'Donnell

**Travel Time:** 1 hour from Mayland CC

**Note(s):** N/A

**Thursday, September 13<sup>th</sup>**

**Fair Time: 9:30 a.m. – 10:30 a.m.**

**Fair Name & Location: BREVARD HIGH SCHOOL**

**Address:** 609 N Country Club Rd., Brevard, NC 28712

**Contact:** N/A

**Travel Time:** 1 hour from suggested hotels

**Note(s):** N/A

**Fair Time: 11:20 a.m. – 12:20 p.m.**

**Fair Name & Location: ROSMAN HIGH SCHOOL**

**Address:** 749 Pickens Hwy, Rosman, NC 28772

**Contact:** Sarah Shawver, (828) 862 – 4284, [sshawver@tesnc.org](mailto:sshawver@tesnc.org)

**Travel Time:** 15 minutes from Brevard HS

**Note(s):** N/A

**Fair Time: 6:00 p.m. – 8:00 p.m.**

**Fair Name: BUNCOMBE COUNTY SCHOOLS**

**Location:** UNC Asheville – Sherrill Center and Kimmel Arena

**Address:** 1 University Heights, Asheville, NC 28804

**Contact:** Marcus Webb, (828) 251 – 6481, [mwebb@unca.edu](mailto:mwebb@unca.edu)

**Travel Time:** 10 minutes from suggested hotels

**Note(s):** High schools attending: A.C. Reynolds, Asheville, Clyde A. Erwin, Charles D. Owen, Enka, Martin L. Nesbitt Discovery Academy, North Buncombe, T.C. Roberson, and local private schools.

**Fee:** \$75 for CACRAO members / \$100 for non-members

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**Friday, September 15<sup>th</sup>**

**Fair Time:** 9:00 a.m. – 10:30 a.m.

**Fair Name & Location:** MCDOWELL HIGH SCHOOL

**Address:** 600 McDowell High School Rd., Marion, NC 28752

**Contact:** Pat Gross, (828) 652 – 7920, [pat.gross@mcdowell.k12.nc.us](mailto:pat.gross@mcdowell.k12.nc.us)

**Travel Time:** 40 minutes from suggested hotels

**Note(s):** N/A